



LBNL and EETD ES&H Update

EETD All Hands Meeting
Friday, June 13, 2008



ES&H ALERT

- DOE has concluded there is a need for **immediate** improvement of LBNL's ES&H programs
- DOE expects significant and serious attention to safety matters in the **next three weeks (~7/3) and demonstrated ongoing commitment to ES&H**



ES&H Update

- LBNL is currently under close scrutiny from DOE.
- We are expected to intensify our efforts in ISM implementation.
- We have to take ISM very seriously and show the DOE that we are thinking hard about how to mitigate potential risks.
- Inadequate response from LBNL personnel to safety concerns or another major incident may have severe adverse consequences for the Lab.



ES&H in EETD

Immediate Actions Required

1. Housekeeping of our labs and offices
2. Job Hazard Analysis (JHA) - high compliance
3. Up-to-date and accessible documentation of safety procedures and work authorizations
4. Lab and office walkthroughs and inspections by senior and line management

 *Prompt corrective actions to all safety problems*

Directorate and EETD expect substantial progress in all categories within 3 weeks (~July 3)



ES&H Update

- **Improvements to ES&H programs**

- Systematically identify hazards and how to control them – Job Hazard Analysis (JHA)
- Improved communication and documentation
- Implement line management responsibility
- Pub 3000 continuously updated

- **Other examples:**

- Sub-contractor and vendor safety
- Changes in Ergonomics Program
- Traffic safety
- Nano-materials safety

Berkeley Lab Integrated Safety Management (ISM)

DOE Worker Safety Principles:

1. Safety comes first
2. We expect compliance with the law and regulations
3. We expect our leaders to take responsibility for the safety of people at the Lab and for protection of the environment
4. Each of us takes personal responsibility for the safety of people at the Lab and for protection of the environment





ES&H Roles & Responsibilities

- All – understand ISM
- All – know your duties and be trained
- All – know the hazards for all the places you work
- Supervisors and Work Leads – know where your employees work and the hazards of their jobs
- Supervisors and Work Leads - make sure your direct reports take the JHA annually and are trained
- All Management (from Division Director to Work Leads) – quarterly walkthroughs of areas



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EETD Action Plan

<div> <div>Action:</div> <div>Role:</div> </div>	Housekeeping: Labs & Offices	Complete JHA	Work Authorizations e.g., AHD, RWA*	Walkthroughs & Documentation: Labs & Offices
Employees & Guests	X	X		X
Supervisors & Work Leads	X	X	X	X
Lab Managers	X	X	X	X
Department Heads	X	X		X
Completion Date	7/3/08	ASAP after launch	7/3/08	6/25/08

* AHD: Activity Hazard Document

RWA: Radiological Work Authorization



Workplace Housekeeping

- Poor housekeeping can contribute to accidents by hiding hazards that cause injuries
- Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly
- Effective housekeeping is an ongoing operation, not a hit-and-miss cleanup done occasionally
- We must integrate housekeeping into EETD safety culture.



Workplace Housekeeping

What needs to be done?

- **All – check your workplace(s)**
 - Carry out day-to-day cleanup
 - Maintain orderly arrangement of operations, tools, equipment and supplies
 - Dispose/remove all waste, unused materials and equipment
 - Report problems to your supervisors. Ask for assistance
- **Supervisors and Work Leads – inspect group facilities/offices**
 - Document inspections, prepare checklists of deficiencies
 - Check out-of-the-way places such as storage rooms, basements, mezzanines etc.
 - Plan and manage corrective actions
- **All Management (from Division Director to Work Leads) – perform walkthroughs of their areas**
 - Reevaluate the layout of the workplace, storage facilities, and maintenance
 - Document walkthroughs



Job Hazard Analysis

- **Moving from the JHQ (Job Hazard Questionnaire) to the JHA (Job Hazard Analysis)**
- **Resolving problems with the JHQ:**
 - addressed hazards that require formal training
 - missed work hazards not included in formal authorization (AHD, RWA etc.)
 - questions were often misunderstood and answered incorrectly
 - didn't recognize that many groups face the same hazards

For more info on JHA go to <http://www.lbl.gov/ehs/jha/index.shtml>



Job Hazard Analysis Next Steps

- **Supervisors or designated Work Leads must meet with all workers (staff, participating guests, and students) and tailor the group profiles to develop individual JHAs:**
 - Individuals can belong to more than 1 work group
 - Customize work group answers for individuals
 - Everyone and their Supervisor or Work Lead must sign the individual JHA
 - DOE contract commitment: 75% of affected LBNL individuals have active JHAs by 9/30/08
- **EETD goal: 100% of personnel have active JHAs by 9/30/08**



Self-Assessment and Documentation

- **All – I am responsible for safety**

- What will I be doing?
- Do I know what the hazards are?
- What do I need to do the job safely: training, tools, time, authorization?
- Am I doing the job safely?
- What can I do better?

- **All Management (from Division Director to Work Leads) – provide guidance and leadership**

- Talk to your staff about the work and work safety
- Walkthroughs required: All Lab and Office areas >4 times a year
- This task cannot be delegated!



Self-Assessment and Documentation

- **All Management – perform regular walkthroughs of their areas**
 - Perform periodic inspections or walkthroughs of both laboratory and office spaces.
 - Keep your AHDs and work authorizations up-to-date
 - Document your walkthroughs by use of notes of inspection results, date(s), and locations(s); completed inspection forms
 - Check laser lab door interlocks every 6 months
 - Follow manufacturer's recommendations for testing and maintaining equipment
 - Up-to-date inspection logs must be available in the lab or relevant office
 - Adverse findings not corrected on the spot should be forwarded to the Safety Coordinator for entry into CATS



Self-Assessment and Documentation

Walkthrough checklists available on-line

- LBNL standard Walkaround Checklist:

Go to: <http://www.lbl.gov/ehs/>

Select Walkaround Checklist from menu on left side

- EETD Safety Inspection Checklist:

Go to: <http://eetd.lbl.gov/EHS/docs/eetd-lab-insp-checklist.xls>

- Hazard ID and Control page:

Go to: <http://eetd.lbl.gov/EHS/hazards-control.html>



Accidents/Incidents in EETD

Prevent Ergo Injuries!

Signs of common musculoskeletal discomfort include:

- Soreness
- Pain
- Numbness
- Cramping
- Tingling
- Burning
- Swelling
- Strength Loss
- Skin color change
- Stiffness, loss of flexibility
- Vision discomfort

When you begin to experience musculoskeletal discomfort:

- **Notify your supervisor and safety coordinator.**
- **Request an ergonomic evaluation.**
- **Seek medical assistance from Health Services.**

For more information contact Ira Janowitz, EH&S Division, (x7170),
or Margaret Johnson (486-7550), JoAnne Lambert (486-4835) our EETD ergo advocates

● ● ● | Accidents/Incidents in EETD

- **Lab staff should not clean up a spills of:**
 - Mercury
 - Highly acutely toxic materials or materials toxic via skin absorption (e.g. dichloromethane, phenol)
 - Radioactive materials
- Do not store unused and/or excessive amounts of Hg or toxic chemicals in the labs
- Properly dispose unused Hg and Hg-containing equipment (e.g., old thermometers)
- Immediately notify EH&S of any toxic spill



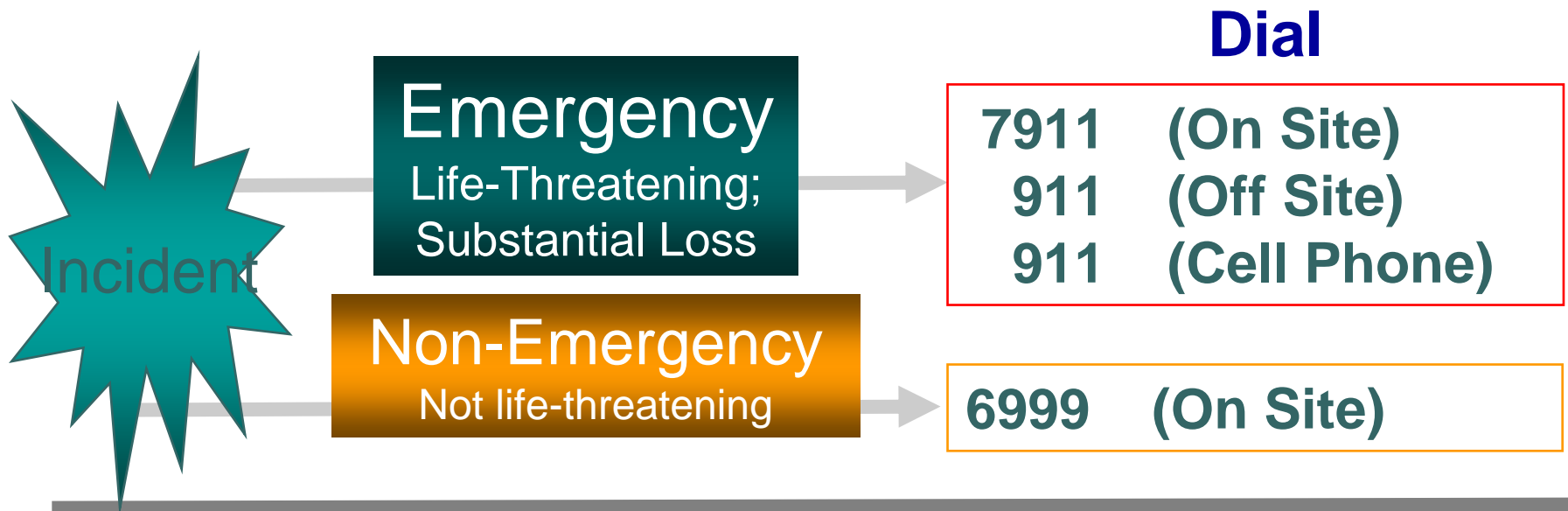
EETD Safety SPOT Award

- **The EETD Safety SPOT award recognizes exemplary performance to enhance safety and environmental protection within the Division**
- **Examples of notable performance include:**
 - identifying near-miss situations and new potential work hazards
 - voluntary preventive actions
 - fast response to safety issues
- **The objectives of the program are to:**
 - Elevate awareness of safety & pollution prevention in EETD
 - Encourage compliance with safety regulations
 - Provide personnel with a better understanding of job-related hazards
 - Enhance protection of personnel and equipment

All EETD employees are encouraged to send their nominations to Robert Kostecki <RKostecki@lbl.gov>

Emergency Numbers & Contacts

- Think about safety at every step in an experiment or procedure.
- Plan a response to mistakes
- Report problems immediately



Provide: Name, Location, Situation

Inform:

- » Supervisor
- » Guy Kelley x4703
- » Health Services (7:30-3:30)–x6266
- » Larry McLouth x5286



Summary

- Safety needs to be part of our Division culture
- Many changes to ES&H policies and procedures
 - Need to understand them and know how they are implemented in our Division
- We are judged by DOE on how well we:
 - Protect people and property
 - Do what our policies and procedures say we do
 - Identify things that need to be fixed and fixing them
- We are seeking improved safety, less scrutiny and continuing work under this contract



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